

**KING GEORGE COUNTY PUBLIC SCHOOLS
FIELD/SPECIAL TRIP VEHICLE APPLICATION**

TRIP ID #: _____

FIELD/SPECIAL TRIP GUIDELINES:

1. Field/Special Trips will be approved by the superintendent or designee pursuant to regulations developed by the superintendent.
 2. Applications must be approved before commitments are made to students, parents, or commercial establishments.
 3. The School Division will pay transportation costs for district, regional, and state competitions; with the exception of non-competitive events or where a chartered vehicle is being used.
 4. Transportation is only available between the hours of 9:00 am and 2:00 pm, unless the trip is scheduled on a student holiday or weekend.
 5. The vehicle cost only includes the drivers' salary, fuel and maintenance expenses. Additional costs associated with transportation i.e. tolls, parking fees and drivers' accommodations are to be paid for by the field/special trip sponsor. **BUS DRIVERS DO NOT CARRY FUNDS FOR THESE EXPENSES.**
 6. Teachers, coaches and chaperones are responsible for student behavior at all times. Students are expected to adhere to the Standards of Student Conduct while on field/special or athletic trips outside of the building.
 7. Food and drinks are not to be consumed while riding on a school bus, without prior authorization.
 8. Field/special trips funded by the School Division or a grant must have approval by the finance administrator or grant overseer.
 9. For the purpose of budgeting field trip costs other than district, regional, and state competitions, a uniform rate of **\$25 per hour will be charged to King George County Schools or school-sponsored organizations regardless of the driver's hourly rate.**
 10. A roster containing ALL riders, including Coaches, Managers, Teachers and Chaperones, will be provided to the driver. This roster will include names and phone numbers of emergency contacts.
- ** Application must be in type format, signed by administrator and received by the transportation department at least 2 weeks prior to the trip departure date. Once processed, the application will be returned back to the building administrator.**

GENERAL INFORMATION:

Date of Request: _____ Requestor: _____
Purpose of Trip: _____
Departing Location: _____ Grade/Group Name: _____
of Students: _____ # of Staff /Chaperones: _____ Total Riders: _____

TRIP ITINERARY: (Attach additional pages if necessary)

Departure Date: _____ Departure Time: _____
Return Date: _____ Return Time: _____
Destination 1: _____ Arrival Time: _____ Departure Time: _____
Destination 2: _____ Arrival Time: _____ Departure Time: _____
Destination 3: _____ Arrival Time: _____ Departure Time: _____
Comments/Notes: _____

TRANSPORTATION INFORMATION:

Number of Buses Needed: _____ # of Wheelchairs: _____ # of Safety Seats/ Vests: _____

****If a charter vehicle is needed; complete and attach Charter Vehicle Quote Form.****

FIELD/SPECIAL TRIP EXPENSES:

Admission Fees: _____ Parking Fees: _____ Toll Fees: _____ Approx. Vehicle Fee: _____ Other Fees: _____ Trip Total: _____

REQUIRED SIGNATURES:

Building Administrator: _____ **Date:** _____
Supervisor of Transportation: _____ **Date:** _____
Superintendent: _____ **Date:** _____

**** If trip requires overnight accommodations, Division Superintendent approval is required prior to submission to transportation department.**

**KING GEORGE COUNTY PUBLIC SCHOOLS FIELD/SPECIAL TRIP VEHICLE APPLICATION CHARTER
VEHICLE QUOTE FORM**

Only properly insured modes of transportation are to be used for school field trips. If cost is more than \$500.00, three quotes must be obtained. Place an "X" beside your selection.

APPROVED CHARTER VENDORS:

James River Bus Lines/ VIP & Celebrity Limousines:

Phone #: 804-213-0157

Fax #:

Website: www.onetransportationsolution.com/quote

Martz Group:

Phone #: 540-898-6959

Fax #: 540-898-2675

Website: www.martzgroupva.com/charter-quote-request.asp

Quick Livick, Inc.:

Phone #: 800-572-4044

Fax #: 540-226-3560

Website: www.quickbus.com/charter_request.htm

Winn Bus Lines, Inc:

Phone #: 804-358-9466

Fax #: 804-353-2606

Website: www.winnbus.com/requestquote.htm

LW Transportation

Phone #: 703-955-7801

Fax #: 703-955-7815

Website: www.lw-transportation.com

Coach America

Phone # 888-612-1308

Website: www.coachamerica.us
